

## Affirmative Action Plan for the Recruitment, Hiring, Advancement, and Retention of Persons with Disabilities

To capture agencies' affirmative action plan for persons with disabilities (PWD) and persons with targeted disabilities (PWTD), EEOC regulations (29 C.F.R. § 1614.203(e)) and MD-715 require agencies to describe how their affirmative action plan will improve the recruitment, hiring, advancement, and retention of applicants and employees with disabilities.

### Section I: Efforts to Reach Regulatory Goals

*EEOC regulations (29 CFR §1614.203(d)(7)) require agencies to establish specific numerical goals for increasing the participation of persons with disabilities and persons with targeted disabilities in the federal government*

1. Using the goal of 12% as the benchmark, does your agency have a trigger involving PWD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

- |                                |           |
|--------------------------------|-----------|
| a. Cluster GS-1 to GS-10 (PWD) | Answer No |
| b. Cluster GS-11 to SES (PWD)  | Answer No |

Though a drop of (-2.58%) from FY19's rate of 14.69%, PWD continue to exceed the 12% goal of persons with disabilities (PWDs). PWDs make up 12.11% of the DTIC workforce. When examining their participation rate for the cluster of GS-1 through GS-10, PWDs make up 16% of that workforce. That is an increase of 1.19% from FY18. PWDs make up 13.60% of the GS-11 to SES cluster, a decline of 0.21% from FY18. The majority of persons identifying as having a disability are at the GS-13 level, and make up 12.22% of that workforce. PWDs make up 24.13% of the DTIC employees at the GS-11 level

\*For GS employees, please use two clusters: GS-1 to GS-10 and GS-11 to SES, as set forth in 29 C.F.R. § 1614.203(d)(7). For all other pay plans, please use the approximate grade clusters that are above or below GS-11 Step 1 in the Washington, DC metropolitan region.

2. Using the goal of 2% as the benchmark, does your agency have a trigger involving PWTD by grade level cluster in the permanent workforce? If "yes", describe the trigger(s) in the text box.

- |                                 |           |
|---------------------------------|-----------|
| a. Cluster GS-1 to GS-10 (PWTD) | Answer No |
| b. Cluster GS-11 to SES (PWTD)  | Answer No |

PWTD make up 4.27% of the DTIC workforce. This is above the 2% goal of persons with targeted disabilities. PWTD are not represented in the GS-01 to GS-10 cluster, reverting back to the zero representation during FY17. During FY18, they made up 3.70% of the that cluster. PWTD make up 4.73% of the GS-11 through SES cluster, an increase of 0.85%. The majority of PWTD are at the GS-11 level and make up 13.79% of that grade level

Grade Level Cluster(GS or Alternate Pay Planb)	Total	Reportable Disability		Targeted Disability	
	#	#	%	#	%
Numarical Goal	--	12%		2%	
Grades GS-1 to GS-10	24	2	8.33	0	0.00
Grades GS-11 to SES	176	27	15.34	6	3.41

3. Describe how the agency has communicated the numerical goals to the hiring managers and/or recruiters.

DO-S communicated the numerical goals to the DTIC Administrator when conducting the annual EEO program status report briefing. DTIC continues to implement its procedure of having all hiring officials review their Schedule A applicants for vacancies prior to announcement.

## Section II: Model Disability Program

Pursuant to 29 C.F.R. § 1614.203(d)(1), agencies must ensure sufficient staff, training and resources to recruit and hire persons with disabilities and persons with targeted disabilities, administer the reasonable accommodation program and special emphasis program, and oversee any other disability hiring and advancement program the agency has in place.

### A. PLAN TO PROVIDE SUFFICIENT & COMPETENT STAFFING FOR THE DISABILITY PROGRAM

- Has the agency designated sufficient qualified personnel to implement its disability program during the reporting period? If “no”, describe the agency’s plan to improve the staffing for the upcoming year.

Answer Yes

DO-S has a full-time Disability Program Coordinator (DPC) who primarily services the reasonable accommodations requests of DO-S serviced agencies. Also, the AEP/SEP Program Manager monitors the hiring of PW(T)Ds at DO-S serviced agencies. Due to limited FTEs and funding, no positions will be added to the EEO staff.

- Identify all staff responsible for implementing the agency's disability employment program by the office, staff employment status, and responsible official.

Disability Program Task	# of FTE Staff By Employment Status			Responsible Official (Name, Title, Office Email)
	Full Time	Part Time	Collateral Duty	
Processing applications from PWD and PWTD	1	0	0	Anita.L.Lewis20.civ@mail
Answering questions from the public about hiring authorities that take disability into account	1	0	0	Anita.L.Lewis20.civ@mail
Processing reasonable accommodation requests from applicants and employees	1	0	0	Monique Ray DPC Monique.Ray@dla.mil
Section 508 Compliance	1	0	0	DTIC User Services Directorate To be determined to be determined
Architectural Barriers Act Compliance	1	0	0	Gus Zakhem Chief DLA Installation Mgmt Gus.Zakhem@dla.mil
Special Emphasis Program for PWD and PWTD	1	0	0	Cynthia Sexton EEO Specialist Cynthia.Sexton@dla.mil

- Has the agency provided disability program staff with sufficient training to carry out their responsibilities during the reporting period? If “yes”, describe the training that disability program staff have received. If “no”, describe the training planned for the upcoming year.

Answer Yes

The DO-S DPC/RA Coordinator has attended RA and Disability Program manager Training. In addition, the DLA Enterprise EEO

Office, Affirmative Employment and Diversity Division hosts regular meetings to discuss complaint and RA issues. The meetings also give an opportunity to receive updates to disability-related issues, discuss challenges, and share best practices.

## B. PLAN TO ENSURE SUFFICIENT FUNDING FOR THE DISABILITY PROGRAM

Has the agency provided sufficient funding and other resources to successfully implement the disability program during the reporting period? If “no”, describe the agency’s plan to ensure all aspects of the disability program have sufficient funding and other resources.

Answer Yes

DO-S has a full-time DPC/RA Coordinator, whose primary duties have been to process RA requests. This person is getting acclimated to the other responsibilities of being a DPC. In the meantime, the AEP/SEP Managers continues to monitor PW(T)D participation rates within the DO-S serviced agencies and building a partnership with the Soldiers for Life – Technical Assistance Program (SFL-TAP) at Fort Belvoir to increase outreach opportunities to veterans with disabilities. Due to limited FTEs and funding, no positions will be added to the EEO staff.

## Section III: Program Deficiencies In The Disability Program

## Section IV: Plan to Recruit and Hire Individuals with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(i) and (ii), agencies must establish a plan to increase the recruitment and hiring of individuals with disabilities. The questions below are designed to identify outcomes of the agency’s recruitment program plan for PWD and PWTD

### A. PLAN TO IDENTIFY JOB APPLICATIONS WITH DISABILITIES

1. Describe the programs and resources the agency uses to identify job applicants with disabilities, including individuals with targeted disabilities.

The Agency continued its use of Schedule A and Veterans appointing authorities to hire IwD. In addition to the available mechanisms to hire, DTIC uses the WRP for College Students with Disabilities to hire persons for 14 weeks of experience with the agency. This program provides the opportunity for both students and DTIC to assess skills, capability, and desire to work for the Agency. At the end of the 14 weeks, the Agency has the opportunity to hire a student on its rolls. DO-S does not administer WRP for DTIC. The WRP is managed by DTIC’s servicing human resources office, which is the Defense Finance and Accounting Service (DFAS). During FY18, DTIC implemented the requirement for hiring officials to examine the Schedule A applicant pool before announcing vacant positions and considering other candidates. DTIC continued this procedure in FY19.

2. Pursuant to 29 C.F.R. §1614.203(a)(3), describe the agency’s use of hiring authorities that take disability into account (e.g., Schedule A) to recruit PWD and PWTD for positions in the permanent workforce

DTIC continued its use of Schedule A (5 CFR 213.3102(u)) to hire persons with intellectual, severely physical, and psychiatric disabilities. Persons eligible for such appointment must apply against specific job announcements and submit required documentation. Unsolicited resumes that are not for specific job opportunity announcements are not accepted. DTIC also utilized Veteran’s Preference appointments to hire veterans with disabilities. DTIC vacancy announcements on USAJOBS are nearly always open to Veterans eligible for Veterans Recruitment Appointment, GS-11 and below, 30% Disabled Veteran (no grade limitation); and Veterans Employment Opportunity Act (VEOA), competitive with no grade limitation. DTIC will continue its new practice implemented during FY18 of requiring its hiring officials to review the Schedule A candidate pool to consider Schedule A candidates before positions are announced and/or before other candidates are considered.

3. When individuals apply for a position under a hiring authority that takes disability into account (e.g., Schedule A), explain how the agency (1) determines if the individual is eligible for appointment under such authority; and, (2) forwards the individual’s application to the relevant hiring officials with an explanation of how and when the individual may be

appointed.

Individuals eligible for Schedule A or Veterans appointing authorities must apply for specific vacancies. They are encouraged to apply via USAJOBS. Candidates must submit the proper documents to substantiate their Schedule A or Veterans appointment eligibility. Depending on the appointment authority, documentation is a letter from a physician or care provider certifying their hiring eligibility, a DD Form 214, Military Discharge Paperwork, and letter from the Department of Veterans' Affairs or military branch of service certifying their overall service connected disability. DFAS HR reviews the documentation to determine eligibility. Hiring managers may coordinate with HR when desiring to utilize Schedule A or Veterans appointing authorities to hire. They are to provide HR with the candidate's resume, Schedule A letter and veterans documentation if applicable. HR also refers qualified applicants to hiring managers based on their identified appointing authority (e.g., Schedule A, 30% or more disabled veteran, or both).

- 4. Has the agency provided training to all hiring managers on the use of hiring authorities that take disability into account (e.g., Schedule A)? If "yes", describe the type(s) of training and frequency. If "no", describe the agency's plan to provide this training.

Answer Yes

DTIC educates its hiring managers on Schedule A hiring at the time a vacancy is identified. DO-S also educates all supervisors on hiring authorities during EEO training for managers and supervisors. A total of 152 (70.69%) of the DTIC workforce received EEO and harassment training. Of the 152, 23 (10.69%) were supervisors. DO-S will continue to train the remaining DTIC workforce in FY2020.

**B. PLAN TO ESTABLISH CONTACTS WITH DISABILITY EMPLOYMENT ORGANIZATIONS**

Describe the agency's efforts to establish and maintain contacts with organizations that assist PWD, including PWTD, in securing and maintaining employment.

DO-S will connect DTIC with the Fort Belvoir Soldiers for Life – Technical Assistance Program Office to increase its outreach footprint to soldiers who are planning to retire and current veterans. DO-S has an informal partnership that has led to increased awareness of and participation in SFL-TAP outreach events for the purpose of increasing awareness of DLA. DO-S and DTIC can partner to do the same for DTIC. DO-S partnered with DLA HR for participation in an Operations Warfighter (OWF) Outreach/ Recruitment event. DTIC HR liaison staff member was in attendance promoting DTIC to attendees. DO-S can ensure DTIC awareness of the OWF events. DO-S attended a Wounded Warrior Career Fair. Feedback received on this event, was that it is a good investment of manpower and resources. As this was the first time that DO-S attended the outreach events for SFL-TAP, OWF, and Wounded Warrior an assessment was made concerning the Return on Investment (ROI) on loss of manpower and resources. DO-S determined that these events effectively serve the purpose of outreach - publicizing DLA to attendees, and will recommend them to DTIC for their participation as well. DO-S works with the Computer/Electronic Accommodations Program to assist PW(T)D with maintaining successful employment through the attainment of equipment that will make it possible and/or easier to successfully execute the duties of the job.

**C. PROGRESSION TOWARDS GOALS (RECRUITMENT AND HIRING)**

- 1. Using the goals of 12% for PWD and 2% for PWTD as the benchmarks, do triggers exist for PWD and/or PWTD among the new hires in the permanent workforce? If "yes", please describe the triggers below.

a. New Hires for Permanent Workforce (PWD) Answer Yes

b. New Hires for Permanent Workforce (PWTD) Answer Yes

DO-S will continue to work with DTIC on the establishment of a mechanism that will allow for the analysis of this data. During FY18, DTIC was provided with the new EEOC data tables in an effort to prepare for report-out of this and additional data in the future.

New Hires	Total (#)	Reportable Disability		Targeted Disability	
		Permanent Workforce (%)	Temporary Workforce (%)	Permanent Workforce (%)	Temporary Workforce (%)
% of Total Applicants	289	4.15	0.00	1.73	0.00
% of Qualified Applicants	204	3.43	0.00	1.96	0.00
% of New Hires	0				

2. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the new hires for any of the mission- critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires for MCO (PWD) Answer No
- b. New Hires for MCO (PWTD) Answer No

Triggers and barriers have not yet been examined in this area. DO-S will continue to work with DTIC on the establishment of a mechanism that will allow for the analysis of this data. During FY18, DTIC was provided with the new EEOC data tables in an effort to prepare for report-out of this and additional data in the future.

New Hires to Mission-Critical Occupations	Total (#)	Reportable Disability		Targetable Disability	
		Qualified Applicants (%)	New Hires (%)	Qualified Applicants (%)	New Hires (%)
Numerical Goal	--	12%		2%	
0080SECURITY ADMINISTRATION	0	0.00	0.00	0.00	0.00
0301MISC CLERK/ ASSIST AND LEAD PROGRAM/ ADMIN SPECIALIST	0	0.00	0.00	0.00	0.00
0340PROGRAM MANAGER	0	0.00	0.00	0.00	0.00
0343MANAGEMEN & PROGRAM ANALYST	0	0.00	0.00	0.00	0.00
0510ACCOUNTING	0	0.00	0.00	0.00	0.00
0560BUDGET ANALYST	0	0.00	0.00	0.00	0.00
1101BUSINESS MANAGER	0	0.00	0.00	0.00	0.00
2210IT MANAGEMENT	0	0.00	0.00	0.00	0.00

3. Using the relevant applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among the qualified internal applicants for any of the mission-critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Qualified Applicants for MCO (PWD) Answer No

b. Qualified Applicants for MCO (PWTD)

Answer No

DO-S will continue to work with DTIC on the establishment of a mechanism that will allow for the analysis of this data. During FY18, DTIC was provided with the new EEOC data tables in an effort to prepare for report-out of this and additional data in the future.

4. Using the qualified applicant pool as the benchmark, do triggers exist for PWD and/or PWTD among employees promoted to any of the mission- critical occupations (MCO)? If “yes”, please describe the triggers below. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. Promotions for MCO (PWD)

Answer No

b. Promotions for MCO (PWTD)

Answer No

DO-S will continue to work with DTIC on the establishment of a mechanism that will allow for the analysis of this data. During FY18, DTIC was provided with the new EEOC data tables in an effort to prepare for report-out of this and additional data in the future.

## Section V: Plan to Ensure Advancement Opportunities for Employees with Disabilities

Pursuant to 29 C.F.R. §1614.203(d)(1)(iii), agencies are required to provide sufficient advancement opportunities for employees with disabilities. Such activities might include specialized training and mentoring programs, career development opportunities, awards programs, promotions, and similar programs that address advancement. In this section, agencies should identify, and provide data on programs designed to ensure advancement opportunities for employees with disabilities.

### A. ADVANCEMENT PROGRAM PLAN

Describe the agency’s plan to ensure PWD, including PWTD, have sufficient opportunities for advancement.

DTIC informs all of its employees, including Persons with Disabilities and Persons with Targeted Disabilities, of all DTIC job opportunity announcements (JOAs) posted to USAJOBS. DTIC’s HR servicing is provided by DFAS. DFAS sends the DTIC Resource Management Directorate (DTIC-R) the USAJOBS web-link for the JOA. DTIC-R then emails its workforce to provide the position, title, series, grade, duties, geographic location of the position; and the JOA’s opening and closing dates, area of consideration for applicants, and the specific USAJOBS link for the vacancy. The emails are sent the day the vacancy announcements are open. Personnel are directed to the HR Customer Care Center contact identified on the announcements.

### B. CAREER DEVELOPMENT OPPORTUNITES

1. Please describe the career development opportunities that the agency provides to its employees.

DO-S will continue to work with DTIC on collection of this data for required and necessary data analysis. In the meantime, DTIC does provide career development opportunities for its employees. As mentioned earlier, DTIC provides emails to its entire workforce with the USAJOBS links of its job announcements. DTIC also issues internal vacancy announcements to fill positions using members of its current workforce. Many times internal vacancy announcements are filled through reassignments. DTIC does not have a formal detail program. However, DTIC does encourage its workforce to seek out detail assignments by having discussions with managers of programs or directorate of interest. DTIC also offers temporary fill/promotion opportunities for its employees while vacant positions exist and are going through the ‘fill’ process. For example, DTIC provided an opportunity for a rotation in a vacant Deputy Director position. Details, rotations, and temporary fill/promotion opportunities allows the employee to assess their interest in a specific career field and/or new level of responsibility, and allows management and DTIC Administrator to determine before permanently filling the position if an employee(s) are a good fit for a position. DTIC also has a centrally funded training program. They set aside money each year to bring in training sessions for the entire agency. The training is not necessarily function-driven or section focused. However, if a supervisor sees training that is specific for his/her area or the career fields of their employees, they ensure employees in that area or career field attends. The training is open to the DTIC workforce. Sample training

session topics seek to enhance leadership, communication, and computer skills, the ability to develop results-driven resumes, and increase awareness about retirement/Thrift Savings Plan. Persons interested in attending any centrally funded training must have supervisory approval.

2. In the table below, please provide the data for career development opportunities that require competition and/or supervisory recommendation/ approval to participate.

Career Development Opportunities	Total Participants		PWD		PWTD	
	Applicants (#)	Selectees (#)	Applicants (%)	Selectees (%)	Applicants (%)	Selectees (%)
Internship Programs	N/A	N/A	N/A	N/A	N/A	N/A
Fellowship Programs	N/A	N/A	N/A	N/A	N/A	N/A
Mentoring Programs	N/A	N/A	N/A	N/A	N/A	N/A
Coaching Programs	N/A	N/A	N/A	N/A	N/A	N/A
Training Programs	N/A	N/A	N/A	N/A	N/A	N/A
Detail Programs	0	0	0	0	0	0
Other Career Development Programs	N/A	N/A	N/A	N/A	N/A	N/A

3. Do triggers exist for PWD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Applicants (PWD) Answer No
- b. Selections (PWD) Answer No

DTIC has not historically kept track of demographics for career development program participants. Triggers and barriers have not yet been examined in this area. DO-S will resume collaboration with DTIC to determine collection and analysis of this data during FY20.

4. Do triggers exist for PWTD among the applicants and/or selectees for any of the career development programs? (The appropriate benchmarks are the relevant applicant pool for the applicants and the applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Applicants (PWTD) Answer No
- b. Selections (PWTD) Answer No

Triggers and barriers are not apparent. However, career development opportunities, such as internal selections, rotations, details, are open to all. There do not appear to be systemic obstacles that prevent interested persons from applying and/or pursuing career development opportunities. However, further information / perception about this will be obtained during FY20 focus groups.

### C. AWARDS

1. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for any level of the time-off awards, bonuses, or other incentives? If “yes”, please describe the trigger(s) in the text box.

- a. Awards, Bonuses, & Incentives (PWD) Answer No
- b. Awards, Bonuses, & Incentives (PWTD) Answer No

It does not appear that PWD and PWTD received any awards during FY19.

Time-Off Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Time-Off Awards 1 - 10 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 1 - 10 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 1 - 10 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 11 - 20 hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 11 - 20 Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 11 - 20 Hours: Average Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 21 - 30 hours: Awards Given	2	0.00	1.27	0.00	0.00
Time-Off Awards 21 - 30 Hours: Total Hours	48	0.00	30.38	0.00	0.00
Time-Off Awards 21 - 30 Hours: Average Hours	24	0.00	15.19	0.00	0.00
Time-Off Awards 31 - 40 hours: Awards Given	9	3.33	5.06	0.00	3.33
Time-Off Awards 31 - 40 Hours: Total Hours	352	133.33	222.78	0.00	133.33
Time-Off Awards 31 - 40 Hours: Average Hours	39.11	133.33	27.85	0.00	133.33
Time-Off Awards 41 or more Hours: Awards Given	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Total Hours	0	0.00	0.00	0.00	0.00
Time-Off Awards 41 or more Hours: Average Hours	0	0.00	0.00	0.00	0.00

Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$501 - \$999: Awards Given	3	0.00	1.90	0.00	0.00
Cash Awards: \$501 - \$999: Total Amount	2049	0.00	1296.84	0.00	0.00
Cash Awards: \$501 - \$999: Average Amount	683	0.00	432.28	0.00	0.00
Cash Awards: \$1000 - \$1999: Awards Given	41	20.00	22.15	0.00	16.67
Cash Awards: \$1000 - \$1999: Total Amount	64356	0.00	40731.65	0.00	0.00
Cash Awards: \$1000 - \$1999: Average Amount	1569.66	0.00	1163.76	0.00	0.00
Cash Awards: \$2000 - \$2999: Awards Given	34	26.67	15.82	0.00	20.00
Cash Awards: \$2000 - \$2999: Total Amount	79475	63493.33	50300.63	0.00	63493.33
Cash Awards: \$2000 - \$2999: Average Amount	2337.5	7936.67	2012.03	0.00	7936.67
Cash Awards: \$3000 - \$3999: Awards Given	20	6.67	10.76	0.00	6.67



Cash Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Cash Awards: \$3000 - \$3999: Total Amount	68684	22930.00	43470.89	0.00	22930.00
Cash Awards: \$3000 - \$3999: Average Amount	3434.2	11465.00	2557.11	0.00	11465.00
Cash Awards: \$4000 - \$4999: Awards Given	21	10.00	10.13	0.00	10.00
Cash Awards: \$4000 - \$4999: Total Amount	89453	0.00	43445.57	0.00	0.00
Cash Awards: \$4000 - \$4999: Average Amount	4259.67	0.00	2715.35	0.00	0.00
Cash Awards: \$5000 or more: Awards Given	7	0.00	4.43	0.00	0.00
Cash Awards: \$5000 or more: Total Amount	35047	0.00	22181.65	0.00	0.00
Cash Awards: \$5000 or more: Average Amount	5006.71	0.00	3168.80	0.00	0.00

2. Using the inclusion rate as the benchmark, does your agency have a trigger involving PWD and/or PWTD for quality step increases or performance-based pay increases? If “yes”, please describe the trigger(s) in the text box.

- a. Pay Increases (PWD) Answer No
- b. Pay Increases (PWTD) Answer No

It does not appear that PWD and PWTD received any awards during FY19.

Other Awards	Total (#)	Reportable Disability %	Without Reportable Disability %	Targeted Disability %	Without Targeted Disability %
Total Performance Based Pay Increases Awarded	0	0.00	0.00	0.00	0.00

3. If the agency has other types of employee recognition programs, are PWD and/or PWTD recognized disproportionately less than employees without disabilities? (The appropriate benchmark is the inclusion rate.) If “yes”, describe the employee recognition program and relevant data in the text box.

- a. Other Types of Recognition (PWD) Answer N/A
- b. Other Types of Recognition (PWTD) Answer N/A

DTIC does not have any other employee recognition programs.

## D. PROMOTIONS

1. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. SES
  - i. Qualified Internal Applicants (PWD) Answer No
  - ii. Internal Selections (PWD) Answer No
- b. Grade GS-15

i. Qualified Internal Applicants (PWD)	Answer	No
ii. Internal Selections (PWD)	Answer	No
c. Grade GS-14		
i. Qualified Internal Applicants (PWD)	Answer	No
ii. Internal Selections (PWD)	Answer	No
d. Grade GS-13		
i. Qualified Internal Applicants (PWD)	Answer	No
ii. Internal Selections (PWD)	Answer	No

Triggers and barriers have not yet been examined in this area. DO-S will continue to work with DTIC on collection of this data for required and necessary data analysis.

2. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to the senior grade levels? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. SES		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No
b. Grade GS-15		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No
c. Grade GS-14		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No
d. Grade GS-13		
i. Qualified Internal Applicants (PWTD)	Answer	No
ii. Internal Selections (PWTD)	Answer	No

Triggers and barriers have not yet been examined in this area. DO-S will continue to work with DTIC on collection of this data for required and necessary data analysis.

3. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

a. New Hires to SES (PWD)	Answer	No
---------------------------	--------	----

- b. New Hires to GS-15 (PWD) Answer No
- c. New Hires to GS-14 (PWD) Answer No
- d. New Hires to GS-13 (PWD) Answer No

Triggers and barriers have not yet been examined in this area. DO-S will continue to work with DTIC on collection of this data for required and necessary data analysis.

4. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the new hires to the senior grade levels? For non-GS pay plans, please use the approximate senior grade levels. If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires to SES (PWTD) Answer No
- b. New Hires to GS-15 (PWTD) Answer No
- c. New Hires to GS-14 (PWTD) Answer No
- d. New Hires to GS-13 (PWTD) Answer No

Triggers and barriers have not yet been examined in this area. DO-S will continue to work with DTIC on collection of this data for required and necessary data analysis.

5. Does your agency have a trigger involving PWD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Executives
  - i. Qualified Internal Applicants (PWD) Answer No
  - ii. Internal Selections (PWD) Answer No
- b. Managers
  - i. Qualified Internal Applicants (PWD) Answer No
  - ii. Internal Selections (PWD) Answer No
- c. Supervisors
  - i. Qualified Internal Applicants (PWD) Answer No
  - ii. Internal Selections (PWD) Answer No

Triggers and barriers have not yet been examined in this area. DO-S will continue to work with DTIC on collection of this data for required and necessary data analysis.

6. Does your agency have a trigger involving PWTD among the qualified internal applicants and/or selectees for promotions to supervisory positions? (The appropriate benchmarks are the relevant applicant pool for qualified internal applicants and the qualified applicant pool for selectees.) If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. Executives
  - i. Qualified Internal Applicants (PWTD) Answer No
  - ii. Internal Selections (PWTD) Answer No
- b. Managers
  - i. Qualified Internal Applicants (PWTD) Answer No
  - ii. Internal Selections (PWTD) Answer No
- c. Supervisors
  - i. Qualified Internal Applicants (PWTD) Answer No
  - ii. Internal Selections (PWTD) Answer No

Triggers and barriers have not yet been examined in this area. DO-S will continue to work with DTIC on collection of this data for required and necessary data analysis.

7. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires for Executives (PWD) Answer No
- b. New Hires for Managers (PWD) Answer No
- c. New Hires for Supervisors (PWD) Answer No

Triggers and barriers have not yet been examined in this area. DO-S will continue to work with DTIC on collection of this data for required and necessary data analysis.

8. Using the qualified applicant pool as the benchmark, does your agency have a trigger involving PWTD among the selectees for new hires to supervisory positions? If “yes”, describe the trigger(s) in the text box. Select “n/a” if the applicant data is not available for your agency, and describe your plan to provide the data in the text box.

- a. New Hires for Executives (PWTD) Answer No
- b. New Hires for Managers (PWTD) Answer No
- c. New Hires for Supervisors (PWTD) Answer No

Triggers and barriers have not yet been examined in this area. DO-S will continue to work with DTIC on collection of this data for required and necessary data analysis.

## Section VI: Plan to Improve Retention of Persons with Disabilities

To be model employer for persons with disabilities, agencies must have policies and programs in place to retain employees with disabilities. In this section, agencies should: (1) analyze workforce separation data to identify barriers retaining employees with disabilities; (2) describe efforts to ensure accessibility of technology and facilities; and (3) provide information on the reasonable accommodation program and workplace assistance services.

### A. VOLUNTARY AND INVOLUNTARY SEPARATIONS

- 1.

In this reporting period, did the agency convert all eligible Schedule A employees with a disability into the competitive service after two years of satisfactory service (5 C.F.R. § 213.3102(u)(6)(i))? If “no”, please explain why the agency did not convert all eligible Schedule A employees.

Answer Yes

2. Using the inclusion rate as the benchmark, did the percentage of PWD among voluntary and involuntary separations exceed that of persons without disabilities? If “yes”, describe the trigger below.

a. Voluntary Separations (PWD) Answer No

b. Involuntary Separations (PWD) Answer No

Triggers and barriers have not yet been examined in this area. DO-S will continue to work with DTIC on collection of this data for required and necessary data analysis.

Separations	Total #	Reportable Disabilities %	Without Reportable Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	0	0.00	0.00
Permanent Workforce: Retirement	0	0.00	0.00
Permanent Workforce: Other Separations	23	0.00	13.53
Permanent Workforce: Total Separations	23	0.00	13.53

3. Using the inclusion rate as the benchmark, did the percentage of PWTD among voluntary and involuntary separations exceed that of persons without targeted disabilities? If “yes”, describe the trigger below.

a. Voluntary Separations (PWTD) Answer No

b. Involuntary Separations (PWTD) Answer No

Triggers and barriers have not yet been examined in this area. DO-S will continue to work with DTIC on collection of this data for required and necessary data analysis.

Separations	Total #	Targeted Disabilities %	Without Targeted Disabilities %
Permanent Workforce: Reduction in Force	0	0.00	0.00
Permanent Workforce: Removal	0	0.00	0.00
Permanent Workforce: Resignation	0	0.00	0.00
Permanent Workforce: Retirement	0	0.00	0.00
Permanent Workforce: Other Separations	23	0.00	11.50
Permanent Workforce: Total Separations	23	0.00	11.50

4. If a trigger exists involving the separation rate of PWD and/or PWTD, please explain why they left the agency using exit interview results and other data sources.

Triggers and barriers have not yet been examined in this area. DO-S will continue to work with DTIC on collection of this data for required and necessary data analysis.

**B. ACCESSIBILITY OF TECHNOLOGY AND FACILITIES**

Pursuant to 29 CFR §1614.203(d)(4), federal agencies are required to inform applicants and employees of their rights under Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794(b), concerning the accessibility of agency technology, and the Architectural Barriers Act of 1968 (42 U.S.C. § 4151-4157), concerning the accessibility of agency facilities. In addition, agencies are required to inform individuals where to file complaints if other agencies are responsible for a violation.

1. Please provide the internet address on the agency’s public website for its notice explaining employees’ and applicants’ rights under Section 508 of the Rehabilitation Act, including a description of how to file a complaint.

The DTIC website is <https://discover.dtic.mil>. Information pertaining to website accessibility can be found at <https://discover.dtic.mil/accessibility-section-508/>. DTIC has been working to update the site with information pertaining to filing a complaint with the servicing EEO Office or contacting the webmaster if there are accessibility issues with the site.

2. Please provide the internet address on the agency’s public website for its notice explaining employees’ and applicants’ rights under the Architectural Barriers Act, including a description of how to file a complaint.

<https://www.dla.mil/EEO/ABA/>. The DLA website is provided because DLA is the lead tenant for the McNamara Complex, the facility where DTIC is co-located. All physical accessibility issues pertaining to DTIC employees is addressed with DLA.

3. Describe any programs, policies, or practices that the agency has undertaken, or plans on undertaking over the next fiscal year, designed to improve accessibility of agency facilities and/or technology.

As DLA is the lead tenant for the McNamara Complex, DTIC is subjected to the facility policies, programs, or practices as outlined by DLA. Facilities: DLA HQs continues to provide architectural updates to its facility when possible in order to make it more compliant. In the meantime, DO-S continues to address reasonable accommodations requests submitted by DTIC employees. A request involving an architectural barrier often triggers the need for DLA Installation Management to become involved due to the possible need for architectural updates for PW(T)Ds. DO-S will raise DTIC’s concern of the exit route for individuals with disabilities during emergencies. Some DTIC employees and their co-workers who assist them, are challenged with leaving the facility during emergencies, as noted during emergency evacuation drills. Technology: The DTIC website, <https://discover.dtic.mil/>, includes several features designed to improve accessibility for users with disabilities. One of these features is images on the website containing “alt tags”, which aid users who listen to the content of the website by using a screen reader, rather than reading the website. Also, users can get information regarding the accessibility of Adobe Portable Document Format (PDF) files from the Access Adobe website. To improve the accessibility of <https://discover.dtic.mil/>, DTIC reviewed the website's accessibility with outside web tools. The Web Team also welcomes comments on how to improve the website's accessibility for users with disabilities

### **C. REASONABLE ACCOMMODATION PROGRAM**

Pursuant to 29 C.F.R. § 1614.203(d)(3), agencies must adopt, post on their public website, and make available to all job applicants and employees, reasonable accommodation procedures.

1. Please provide the average time frame for processing initial requests for reasonable accommodations during the reporting period. (Please do not include previously approved requests with repetitive accommodations, such as interpreting services.)

The average time frame for initial processing is 29 days, a decline from 43 reported for FY18, a 67% improvement for processing RA requests.

2. Describe the effectiveness of the policies, procedures, or practices to implement the agency’s reasonable accommodation program. Some examples of an effective program include timely processing requests, timely providing approved accommodations, conducting training for managers and supervisors, and monitoring accommodation requests for trends.

During FY19, DO-S provided substantive assistance and subject matter expertise to employees of DTIC. In the area of RA, DO-S conducted numerous counseling sessions with management and employees regarding RA processes and disability concerns; processed RA requests and contacts/inquiries; and training DTIC employees and managers on the RA process; and partnered with

DLA Installations Management to provide individuals with furniture and equipment needs to address mobility and dexterity conditions, ensuring timely processing and cutting timeframes in half. Increased awareness of the RA process by serviced employees and 1st line supervisors and policy changes has increased the amount and quality of the interactive process between management officials and the RA Coordinator. As the facilitator of the process the RA Coordinator provides individual guidance to the employee and management in order for the Agency to provide an effective means of accommodation agreed upon by all. While this process is not always easy, the RA Coordinator maintains contact with all involved parties of an RA request until all possible options are exhausted.

## D. PERSONAL ASSISTANCE SERVICES ALLOWING EMPLOYEES TO PARTICIPATE IN THE WORKPLACE

*Pursuant to 29 CFR §1614.203(d)(5), federal agencies, as an aspect of affirmative action, are required to provide personal assistance services (PAS) to employees who need them because of a targeted disability, unless doing so would impose an undue hardship on the agency.*

Describe the effectiveness of the policies, procedures, or practices to implement the PAS requirement. Some examples of an effective program include timely processing requests for PAS, timely providing approved services, conducting training for managers and supervisors, and monitoring PAS requests for trends.

The Personal Assistance Services (PAS) procedure was added to the DLA RA for Individuals with Disabilities Instruction, which is applicable to DTIC. DTIC employees are aware of the PAS procedure. DTIC is currently working to add this information onto its website at <https://discover.dtic.mil>. In the meantime, DTIC has access to the DLA EEO and Diversity Office webpage, which includes explanation of the PAS rights and procedures. In addition, information about PAS is provided to supervisors and managers during the EEO training offered. The website detailing PAS rights and procedures is (<http://www.dla.mil/EEO/Offers/PersonalAssistanceServices/>). DLA's PAS Policy has been included in the Agency' Reasonable Accommodations Procedures. DTIC follows DLA's RA procedures as one of DLA's EEO customers. DTIC supervisors and employees are given information about PAS during EEO training offered. DTIC did not have any PAS requests during the reporting period.

## Section VII: EEO Complaint and Findings Data

### A. EEO COMPLAINT DATA INVOLVING HARASSMENT

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging harassment, as compared to the governmentwide average?

Answer No

2. During the last fiscal year, did any complaints alleging harassment based on disability status result in a finding of discrimination or a settlement agreement?

Answer No

3. If the agency had one or more findings of discrimination alleging harassment based on disability status during the last fiscal year, please describe the corrective measures taken by the agency.

DTIC did not have any findings of discrimination during the reporting period. No EEO complaints were filed against DTIC during the reporting period.

### B. EEO COMPLAINT DATA INVOLVING REASONABLE ACCOMMODATION

1. During the last fiscal year, did a higher percentage of PWD file a formal EEO complaint alleging failure to provide a reasonable accommodation, as compared to the government-wide average?

Answer No

2. During the last fiscal year, did any complaints alleging failure to provide reasonable accommodation result in a finding of discrimination or a settlement agreement?

Answer No

3. If the agency had one or more findings of discrimination involving the failure to provide a reasonable accommodation during the last fiscal year, please describe the corrective measures taken by the agency.

DTIC did not have any findings of discrimination during the reporting period. No EEO complaints were filed against DTIC during the reporting period.

## Section VIII: Identification and Removal of Barriers

*Element D of MD-715 requires agencies to conduct a barrier analysis when a trigger suggests that a policy, procedure, or practice may be impeding the employment opportunities of a protected EEO group.*

1. Has the agency identified any barriers (policies, procedures, and/or practices) that affect employment opportunities for PWD and/or PWTD?

Answer No

2. Has the agency established a plan to correct the barrier(s) involving PWD and/or PWTD?

Answer No

3. Identify each trigger and plan to remove the barrier(s), including the identified barrier(s), objective(s), responsible official(s), planned activities, and, where applicable, accomplishments



<b>Source of the Trigger:</b>	Workforce Data (if so identify the table)				
<b>Specific Workforce Data Table:</b>	Workforce Data Table - B1				
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Participation rate of PWDs and PWTDS overall and at entry, mid, emerging leader, and senior leader levels. It is noted that PWDs and PWTDS are most represented in mid-level positions (GS 09 through GS-11). PWDs make up 27.50% of that population; PWTDS make up 12.50% of that populations. As the majority of the positions are at the GS-11 level, the majority of PWDs and PWTDS are at that level as well. PWDs and PWTDS make up 29.03% and 12.90% of the GS-11 level respectively. PWDs and PWTDS make up 10.26% and 2.56% of senior level positions (GS-14, GS-15, and SES)				
<b>STATEMENT OF BARRIER GROUPS:</b>	<i>Barrier Group</i> People with Disabilities People with Targeted Disabilities				
<b>Barrier Analysis Process Completed?:</b>	N				
<b>Barrier(s) Identified?:</b>	N				
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	<b>Barrier Name</b>		<b>Description of Policy, Procedure, or Practice</b>		
	Not identified as a barrier, but DTIC wants to improve development opportunities for IWDs and IWTDS.		Identify development opportunities for the DTIC workforce with focus on participation of IWDs and IWTDS. DTIC has limited career development opportunities. However, an examination of how those opportunities are granted will be conducted with possible opportunity to advertise/publicize them to the workforce, especially IWDs and IWTDS in order to ensure widest dissemination possible and announcement of opportunities for career enhancement.		
<b>Objective(s) and Dates for EEO Plan</b>					
<b>Date Initiated</b>	<b>Target Date</b>	<b>Sufficient Funding / Staffing?</b>	<b>Date Modified</b>	<b>Date Completed</b>	<b>Objective Description</b>
07/19/2019	09/30/2020	Yes	07/19/2020		Announce to and improve the participation of the DTIC workforce with disabilities and targeted disabilities in Agency career development opportunities.
<b>Responsible Official(s)</b>					
<b>Title</b>		<b>Name</b>		<b>Standards Address The Plan?</b>	
DO-S AEP/SEP Manager		Michael Bellinger		Yes	
DO-S Staff Director		Beverly D. Johnson		Yes	
DTIC Administrator		Christopher Thomas		Yes	
DTIC Deputy Director, Resource Management		Judith Berger		Yes	

Planned Activities Toward Completion of Objective				
Target Date	Planned Activities	Sufficient Staffing & Funding?	Modified Date	Completion Date
08/19/2022	Develop a communication plan of career development programs offered to DTIC workforce.	Yes		
09/30/2022	Announce to DTIC workforce as appropriate career development programs within DTIC.	Yes		
07/19/2022	Do a deep dive examination of formal career development programs within DTIC with respect to demographic group participation.	Yes		
Report of Accomplishments				
Fiscal Year	Accomplishment			
2021	Accomplishments towards this objective will be reported for FY21 MD715 report.			

4. Please explain the factor(s) that prevented the agency from timely completing any of the planned activities.

DTIC has representation on the DLA HQ SEP Committee. Therefore, DO-S will work with the DTIC representative and other DTIC stakeholders to conduct the trigger and barrier analyses.

5. For the planned activities that were completed, please describe the actual impact of those activities toward eliminating the barrier(s).

DTIC has representation on the DLA HQ SEP Committee. Therefore, DO-S will work with the DTIC representative and other DTIC stakeholders to conduct the trigger and barrier analyses.

6. If the planned activities did not correct the trigger(s) and/or barrier(s), please describe how the agency intends to improve the plan for the next fiscal year.

DTIC has representation on the DLA HQ SEP Committee. Therefore, DO-S will work with the DTIC representative and other DTIC stakeholders to conduct the trigger and barrier analyses.